

Personnel Issues & You

UPPS Newsletter 2006-1

May 1, 2006

Message from the Director:

It's a very exciting and busy time for the Division of Employee Management. We have all been very engaged in the preparation of the requirements for the RFP for the HRIS (Human Resource Information System). We have also been working diligently with the Commonwealth Office of Technology on the Employee ID and ensuring that our payroll system is ready for the changes due to e-MARS. The Compensation and Processing Branches have been preparing for the upcoming Wage Equity. Finally, the Classification and Compensation Branch has been working with the Hay Group on our current classification system.

I'm looking forward to the future changes and growth in the Division of Employee Management. Please do not hesitate to contact me or my staff at any time.

Mary Elizabeth Harrod

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Commissioner
Carla Hawkins
Department for Personnel
Administration

Secretary
Erwin Roberts
Personnel Cabinet

Director
Mary Elizabeth Harrod
Division of Employee
Management

Processing & Records

**Personnel Cabinet
Department for Personnel Administration
Division of Employee Management**

Processing & Records Branch
200 Fair Oaks Lane, Room 531
Frankfort, KY 40601

Carolyn Bruce, Manager
502/564-6873 x 4126

Agency Assignments		
Lisa Case	x 4133	Governor's Office, Boards and Commissions; includes LRC and Unified Prosecutorial Environmental and Public Protection 100-10 All Cabinets 31 & 52
Sissy Burnham	x 4127	Health & Family Services All Cabinet 53
Sandra Darneal	x 4129	Transportation & Commerce All Cabinets 35 and 50
Dena McGuire	x 4131	Education, Finance, & Economic Development All Cabinets 51, 39, & 36
Paula Round	x 4128	Justice & Public Safety All of Cabinet 54

Table 4. Summary of Nature of Action Codes (Abbreviations to be used are in bold type).

A-Additions

Appoint

A11-	Appointment
A12-	No service break, same cab & dept
A13-	No service break, chg cab & dept or same cab, diff dept
A14-	Previous service, same cab & dept
A15-	Up to the mid-point of grade
A16-	Min of grade, returning retiree only
A17-	Up to mid-point of grade, returning retiree only

Reinstate

A21-	Reinstatement, 12 mon break
A22-	Reinstatement, (worked w/in 12 mons)
A23-	Reinstatement by board or court order

Remploy

A31-	Re-employment
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Trans In

A41-	Transfer into
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C-Classification

Reclass

C11-	Higher grade & base
C12-	Higher grade + lump sum (n/a)
C13-	Same grade & salary
C14-	Lower grade, same salary

Realloc

C21-	Higher grade & base
C22-	Higher grade + lump sum (n/a)
C23-	Same grade & salary
C24-	Lower grade, same salary
C25-	Higher grade, same salary

Grade Chg

C31-	Higher salary
C32-	Same salary
C33-	Salary sch chg, gr 3-9

Range Chg

C41-	Higher salary
C42-	Same salary

Title Chg

C51-	Title chg/title code
C52-	Agreed order/title

E-Position Number

Trans w/in

E10-	Invol trans, same cab, diff dept
E11-	Vol trans, same cab & dept
E12-	Vol trans, same cab, diff dept
E13-	Trans w/ title chg, same cab & dept
E14-	Trans w/ title chg, same cab, diff dept
E16-	Invol trans, same cab & dept

Promote

E21-	Higher grade, incse added to base
E22-	Higher grade, lump sum pymt (n/a)
E24-	Ingrade prom salary & grd, no chg prob period

Demote

E30-	Invol, lower grd, same or lower Salary
E31-	Vol, lower grd, same salary
E32-	Vol, lower grd, lower salary
E33-	Ingrade Demotion, same grd/salary

Reorg

E41-	Exec. Order
E42-	Admin. Order
E43-	Legislation
E44-	De-organization

Detail

E51-	Detail to special duty
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Reversion

E61-	From detail, promo, or unclassif Service
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Establish

E71-	Establish position
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Abolish

E72-	Abolish position
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Pos # Chg

E81-	Correct/re-do pos #
E82-	Other

G- Wage Adjustment

Increment

G11-	6 mon prob increment
G12-	6 mon non-merit increment
G13-	Annual inc only, merit & non-merit

Pro Incse

G21-	After prob, incse in base
G22-	After prob, lump sum (n/a)

Ed Incse

G31-	Ed incse
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Shift/Wknd Premium

G41-	Start shift/wknd premium
G42-	Stop shift/wknd premium

Sal Chg

G51-	Salary chg
G53-	Adj for Continuing Exc (ACE)
G54-	Emp Recog Award (ERA)
G55-	Due to new appointee salary
G57-	Salary adjust
G58-	Salary adjust per Legislation

Pay Type

G61-	Hourly to salary
G62-	Salary to hourly

K- Suspension

Suspend

K11-	Time and attendance
K12-	Work performance
K13-	Job abandonment
K14-	Patient/client abuse
K15-	Sleeping on the job
K16-	Policy violation
K17-	Insubordination
K18-	Alcohol/drug use
K19-	Misconduct
K20-	Other

Fine (n/a)

K31-	Time and attendance(n/a)
K32-	Work performance(n/a)
K33-	Job abandonment(n/a)
K34-	Patient/client abuse(n/a)
K35-	Sleeping on the job(n/a)
K36-	Policy violation(n/a)
K37-	Insubordination(n/a)
K38-	Alcohol/drug use(n/a)
K39-	Misconduct(n/a)
K40-	Other(n/a)

M- Misc. Actions

SSN chg

M11-	SSN chg
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Empl Stat

M21-	Chg employee status
M22-	Chg employment type
M23-	Chg pos merit status
M24-	Chg work county
M25-	Fund source
M26-	FLSA/OT
M27-	Retirement

Pers Stat

M30-	Adj promo date
M31-	Increment date chg
M32-	Name chg
M33-	Home address/phone chg
M34-	Work address/phone chg
M35-	Chg race/sex status
M36-	Chg birthdate
M37-	Chg workman's comp (n/a)
M38-	Chg home county
M39-	Chg state/local tax

Overlap

M41-	Temp overlap
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Pilot Project

M51-	Start pilot
M52-	Stop pilot

Location/Crew Chg

M61-	Loc/crew chg, cab 35 only
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S- Returns from leave w/ & w/out pay

Ret w/out pay

S11-	Military
S12-	Educational
S16-	Sick
S17-	Other
S18-	Best interest of State
S31-	Suspension

Ret w/ pay

S51-	Educational
S52-	Best interest of State

W- Leaves to w/ & w/out pay

Lv w/o pay

W11-	Military
W12-	Educational
W16-	Sick
W17-	Other
W18-	Best interest of State

Lv w/ pay

W31-	Educational
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Spec Lv w/ pay

W41-	Special, for investigative purposes
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Y- Separations

Trans out

Y01-	Transfer (appoint auth chg)
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Terminate

Y02-	Time-limit terminate
Y03-	Terminate
Y04-	Initial prob

Resign

Y11-	Salary
Y12-	Lack of opportunity
Y13-	Personal conflict
Y14-	Marriage
Y15-	Job incompatibility
Y16-	Return to school
Y17-	Health
Y18-	Family reasons
Y19-	Transportation
Y20-	Moving
Y21-	To be re-appointed, same cat, diff dept or diff cab
Y22-	Other
Y23-	From leave
Y24-	To be re-appointed, same cab & dept
Y25-	Accepted with prejudice

Retire

Y31-	Disability
Y32-	Early
Y34-	Normal
Y35-	From leave

Dismiss

Y41-	Time and attendance
Y42-	Work performance
Y43-	Job abandonment
Y44-	Patient/client abuse
Y45-	Sleeping on the job
Y46-	Policy violation
Y47-	Insubordination
Y48-	Alcohol/drug use
Y49-	Misconduct
Y50-	From suspension
Y51-	Other or from leave

Layoff

Y61-	Lack of work
Y62-	Lack of funds
Y63-	Reorganization
Y64-	Other

Death

Y71-	Deceased
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Abbreviations not apparent:

Chg-change	Pos-position	Trans-transfer	Incse-increase
W/in-within	Sal-salary	W/o-without	Ret-return

Payroll

**Personnel Cabinet
Department for Personnel Administration
Division of Employee Management**

**Payroll Branch
200 Fair Oaks Lane, Room 535
Frankfort, KY 40601**

**Carol Kelien, Manager
502/564-6883 x 4120**

Staff Assignments

Karen Blackburn	x 4122	Balances payroll, prepares payments to all vendors, and checks SAS-27's for accuracy.
Gail Cooper	x 4125	Runs payroll for 1 st -15 th pay period, handles CICS Security.
Shannan Goodrich	x 4118	Handles health insurance discrepancies, other voluntary insurance deductions, and checks SAS-27's for accuracy.
Greg McGaughey	x 4185	Runs payroll for 16 th -30 th pay period, handles CICS Security.
Yvonne Mahoney	x 4121	Handles Employee Master Records, W-2 issues, EFTs, and manual pay adjustments.

LEAVE BALANCE PAYOUT:

Just a reminder that when an employee is resigning to be re-appointed (Y21 & Y24) with no break in service; you do not pay out the employee's leave balance.

Invalid Health Insurance Update

Each month, the Invalid Health Insurance Report is generated, showing monies that kicked out due to various reasons (qualifying events, etc.) and were not forwarded to the carrier. For each report, Shannan Goodrich sends an e-mail detailing the pay periods affected and the deadline for responding in order to request a refund of invalid monies. To request monies back, insurance coordinators use the Invalid Refund Request form. This form may also be used to request funds from recent pay periods that have not yet been sent to the carrier.

After funds have been sent to the carrier, the Health Insurance Refund Request for Kentucky Government Employees form must be used to recover paid premiums. This form is sent to the Department of Employee Insurance (DEI) Financial Branch in the Personnel Cabinet.

When the administrative fee (shortfall) is to be refunded, the Shortfall Request form must be used. This form is sent to the Payroll Branch in the Personnel Cabinet.

For your use, copies of the forms referenced in this article are included in this newsletter. If you have any questions, please contact Shannan Goodrich at (502) 564-6883, ext. 4118.

HEALTH INSURANCE REFUND REQUEST FOR KENTUCKY GOVERNMENT EMPLOYEES

CARRIER:

DATE:

Please issue the following refund for premiums withheld in error:

Last Name	First Name	SSN	Company #	Refund to Employee	Refund to Employer	Refund to KST
				\$	\$	\$
COVERAGE MONTH	REASON:					
COVERAGE MONTH	REASON:					
				\$	\$	\$
COVERAGE MONTH	REASON:					
				\$	\$	\$
COVERAGE MONTH	REASON:					
				\$	\$	\$
COVERAGE MONTH	REASON:					
				\$	\$	\$
COVERAGE MONTH	REASON:					
				\$	\$	\$
GRAND TOTAL					\$	

REMINDER: DO NOT INCLUDE THE
SHORTFALL AMOUNT (\$8.00) IN
THE EMPLOYER REFUND REQUEST.
THE \$8.00 MUST BE REQUESTED
FROM KAREN BLACKBURN.

RETURN THE ABOVE CHECKS TO:
INSURANCE COORDINATOR:
CABINET/DEPARTMENT:
ADDRESS:

TELEPHONE NUMBER:

INVALID HEALTH INSURANCE REFUND REQUEST

CABINET NUMBER _____

PLEASE REFUND THE FOLLOWING AMOUNTS:

DATE: _____

DEPARTMENT NUMBER	NAME	SSN	DED	AMOUNT	PAY PERIOD DEDUCTED	INDICATE IF CHECK SHOULD BE MADE PAYABLE TO EMPLOYEE OR KY STATE TREASURER

*** REMINDER: DO NOT INCLUDE SHORTFALL AMOUNT ***

PLEASE RETURN THE CHECK TO:

MANUAL PAY TRANSACTIONS:

ENTERED ON POT ☐
ENTERED ON CICS ☐

SEND TO:
SHANNAN GOODRICH
DIVISION OF EMPLOYEE MANAGEMENT
PERSONNEL CABINET
200 FAIR OAKS LANE , ROOM 535, 5TH FLOOR
FRANKFORT, KY 40601
502-564-6883 ext. 4118
FAX 502-564-5826

PAYROLL OFFICER:

AGENCY: _____

ADDRESS: _____

PHONE NUMBER: _____

INDICATE IF CHECK SHOULD BE MADE
PAYABLE TO EMPLOYEE OR KY
STATE TREASURER

SHORTFALL REFUND REQUEST

DATE: _____

**SEND TO: KAREN BLACKBURN
PERSONNEL CABINET
DIVISION OF EMPLOYEE MANAGEMENT, ROOM 535
200 FAIR OAKS
FRANKFORT, KY 40601**

LAST NAME FIRST NAME MIDDLE INITIAL	SSN	COMPANY NUMBER	FOR MONTH OF	AMOUNT	JV TO THE FOLLOWING:				
					AGENCY	ORG	PBU	FUND	ACTIVITY

RETURN CHECK TO: NAME:
 CABINET/DEPARTMENT:
 ADDRESS:

 TELEPHONE NUMBER:

Calculating an hourly rate for a salaried employee

To calculate the average hourly rate for a salaried employee, divide the monthly salary by 162 for a 37.5 hour/week employee or by 173.333 for a 40 hour/week employee. This averaged rate is the figure used in the OT 1 field on screen B. It is the rate at which lump sum payments are paid, including annual and compensatory termination payouts, block 50s, and various lump sum awards. It is also the rate upon which the paid OT rate is calculated. The OT1 rate times 1.5 equals the OT2/paid overtime rate.

To calculate the hourly rate for a specific pay period for a salaried employee requires a different approach. Because salaried employees are paid the same semi-monthly salary amount regardless of how many hours are in the pay period, their hourly rates vary with the number of hours in a given pay period. A 67.50 hour pay period has a significantly higher hourly rate than a 90.00 hour pay period for a salaried employee. To calculate the specific hourly rate for a given pay period, you divide the semi-monthly rate by the scheduled number of hours in the pay period. There may be times when a payroll officer needs to determine the hourly rate for a given pay period. An example of this would be when an employee was paid a full paycheck, but it is discovered that 7.50 hours should have been 902 LWOP. To calculate the value of the overpayment that needs to be recovered, you have to determine how much the value of that time was in light of the specific number of hours in the pay period. Unless the hours and salary are identical between two pay periods, keying 902 in a subsequent pay period will result in an incorrect figure.

Calculating the averaged rate:

James is a 37.5 hour per week, salaried employee. His monthly salary is \$ 3,700.00, and his semi-monthly salary is \$1,850.00.

To calculate his average hourly rate for his B screen, you would take his monthly salary, \$3,700.00, and divide it by 162 since he is a 37.5 hour/week employee.

$\$3700.00 / 162 = 22.8395061728$ average hourly rate (OT1 rate)

You would round up the figure to 3 decimal places, resulting in \$22.840 as his OT 1 rate.

You would multiply 22.840 by 1.5 to get his OT 2 rate: $22.840 \times 1.5 = 34.260$ OT2 rate.

Calculating the specific rate for a pay period:

Let's say that you need to know James's hourly rate for a specific pay period. First, you would determine how many total hours were in the pay period. For this example, we will use 82.5. You would then divide his semi-monthly rate, \$1850.00, by the total scheduled hours in the pay period, 82.5:

$1850.00 / 82.5 = \$22.4242$ average hourly rate for this 82.5 hour pay period

If James had a 90 hour pay period, you would calculate it thus:

$1850 / 90.00 = \$20.5555$ average hourly rate for this 90.00 hour pay period

For a 67.5 hour pay period, as we sometimes have in February, you would calculate it thus:

$1850 / 67.50 = \$27.4074$ average hourly rate for this 67.5 hour pay period.

As you can see, with a salaried employee, the value of an hour in a given pay period can vary widely (in this example, by \$ 6.8519 per hour between a 67.5 and 90 hour pay period).

If you have any questions regarding the calculation of rates, please contact the Payroll Branch.

To facilitate the upcoming change to eMARS, the Personnel Cabinet is providing payroll officers with some very important deadlines. We want to stress how important it is for you to work closely with your fiscal area to ensure that the accounting information for your payroll is as accurate as possible to prevent monies going to the default code.

On March 29th your fiscal officers received an excel spreadsheet requesting new eMARS templates, with optional fields for unit, location and activity for each employee in your agency. This information will be used to populate the "P" screen.

The payroll schedule for June 2006 is being modified to allow the Personnel Cabinet sufficient time to make the conversion and allow agencies to look at edits. Therefore, we will be doing updates on:

**June 22;
June 23; and
June 26.**

**SUPPLEMENTAL PAYROLL WILL RUN ON TUESDAY, JUNE 27 AT 1:00 pm.
THE MASS CONVERSION WILL TAKE PLACE ON JUNE 28.**

To reiterate, it is of greatest importance that the payroll officers work with the fiscal officers to ensure the accounting information is correct.

A revised June 2006 payroll schedule is now on our web site.

Please contact Carol Kelien at 564-6883 Ext. 4120 if you have questions.

May 2006						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 APR 16-30 Manual pay & health ins. update	2 APR 16-30 Manual pay & health ins. update	3 APR 16-30 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	4 APR 16-30 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	5 APR 16-30 No Update	6
7	8 APR 16-30 No Update	9 APR 16-30 Update/ health ins.	10 APR 16-30 Update/ health ins.	11 APR 16-30 Update/ health ins. Last day p1's can be approved for supp payroll	12 APR 16-30 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	13
14	15 APR 16-30 No Update PAYDAY	16 MAY 1-15 Manual pay & health ins. update	17 MAY 1-15 Manual pay & health ins. update	18 MAY 1-15 Manual pay & health ins. Update. Last day p1's can be approved for payroll.	19 MAY 1-15 Manual pay update files go down at 1:00 and remain down. RUN PAYROLL	20
21	22 MAY 1-15 No Update	23 MAY 1-15 Update/ health ins.	24 MAY 1-15 Update/ health ins.	25 MAY 1-15 Update/ health ins. Last day p1's can be approved for supp payroll	26 MAY 1-15 Update – files go down at 1:00 & remain down. RUN SUPP PAYROLL Update after supp with p1's only.	27
28	29 MAY 1-15 STATE HOLIDAY MEMORIAL DAY	30 MAY 1-15 No Update PAYDAY	31 MAY 1-15 No Update			

Class & comp

- When requesting a shift differential under the provisions of 101 KAR 2:034 Section 9, it is important that the agency requesting indicate whether the classification will be assigned a second shift, third shift, or **varied** shifts. Specific codes are used to indicate the shift differential for a shift that varies. Failure to indicate in the request that employees will work both second and third shifts as agency needs dictate will cause the P-1 to kick out when an action is entered for processing.

**Personnel Cabinet
Department for Personnel Administration
Division of Employee Management**

Classification & Compensation Branch
801 Teton Trail
Frankfort, KY 40601

Jim Lambert, Manager
502/573-0318 x 222

Peggy Brady	223	Debbie Parido	232
Carla Gray	225	Terry Sullivan	237
Phyllis Harris	227	Mark Thompson	226
Vickie Hatchel	224	Marilyn Vance	233

Classification and Compensation Branch
Staff Assignments

Job Family	JOB GROUP	CLASSIFICATION PRIMARY ASSIGNMENT	CLASSIFICATION SECONDARY ASSIGNMENT	COMPENSATION ASSIGNMENT
1000	SEMI-SKILLED AND MAINTENANCE TRADES GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
1100	SKILLED TRADES GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
1200	ELECTRONICS AND COMMUNICATIONS GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
1300	FOODS AND DIETETIC GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
1400	LAUNDRY AND HOUSEKEEPING GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
1500	PARKS AND RECREATION GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
1600	PRINTING GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
1700	AUTOMOTIVE AND MECHANICAL GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
2000	FISH AND WILDLIFE ENFORCEMENT GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
2100	MILITARY AND EMERGENCY PREPAREDNESS GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
2200	CORRECTIONS GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
2300	POLICE PROTECTION GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
2400	AUXILIARY LAW ENFORCEMENT GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
3000	AGRICULTURAL AND ENVIRONMENTAL GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
3100	ENERGY PRODUCTION INSPECTION GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
3200	PERSONAL SAFETY AND INSPECTION GROUP	MARILYN VANCE	JIM LAMBERT	DEBBIE PARIDO
3300	HEALTH INSPECTION GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
3400	FINANCIAL EXAMINATION GROUP	MARILYN VANCE	JIM LAMBERT	DEBBIE PARIDO
3500	INSURANCE REGULATION GROUP	MARILYN VANCE	JIM LAMBERT	DEBBIE PARIDO
3700	INDUSTRIAL COMPENSATION AND INSPECTION GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
3800	RACING REGULATORY GROUP	MARILYN VANCE	JIM LAMBERT	DEBBIE PARIDO
4000	HEALTH SCIENCE AND LABORATORY GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
4100	AUXILIARY AND MEDICAL THERAPY GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
4200	DENTAL GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
4300	NURSING GROUP	PHYLLIS HARRIS	VICKIE HATCHEL	DEBBIE PARIDO
4400	PSYCHOLOGY GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
4500	MEDICAL INVESTIGATION GROUP	MARILYN VANCE	JIM LAMBERT	DEBBIE PARIDO
4700	VOCATIONAL REHABILITATION GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
5000	LIBRARIES GROUP	CARLA GRAY	PEGGY BRADY	DEBBIE PARIDO
5100	ALLIED EDUCATION GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
5200	EDUCATIONAL TELEVISION GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
5300	EDUCATIONAL ADMINISTRATIVE GROUP	PEGGY BRADY	CARLA GRAY	DEBBIE PARIDO
6100	EMPLOYMENT SERVICES GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	MARK THOMPSON
6200	HUMAN SERVICES GROUP	PHYLLIS HARRIS	VICKIE HATCHEL	MARK THOMPSON
6268	PROGRAM INVESTIGATIVE OFFICER II	VICKIE HATCHEL	PHYLLIS HARRIS	MARK THOMPSON
6272	PROGRAM INVESTIGATIVE OFFICER I	VICKIE HATCHEL	PHYLLIS HARRIS	MARK THOMPSON
6300	PROBATION AND PAROLE GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
6400	JUVENILE JUSTICE GROUP	MARILYN VANCE	JIM LAMBERT	MARK THOMPSON
6500	PUBLIC ASSISTANCE GROUP	PHYLLIS HARRIS	VICKIE HATCHEL	MARK THOMPSON
7000	ENGINEERING AND GEOLOGICAL GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
7100	AGRICULTURAL AND WILDLIFE SCIENCES GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	MARK THOMPSON
7200	FORESTRY GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	MARK THOMPSON
7300	INFORMATION MANAGEMENT SYSTEMS GROUP	PHYLLIS HARRIS	VICKIE HATCHEL	MARK THOMPSON
8000	RESEARCH AND ANALYSIS GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
8100	COMMUNICATION AND PROMOTIONS GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	MARK THOMPSON
8200	ECONOMIC DEVELOPMENT GROUP	CARLA GRAY	PEGGY BRADY	MARK THOMPSON
8300	PROPERTY GROUP	CARLA GRAY	PEGGY BRADY	MARK THOMPSON
9000	CLERICAL AND OFFICE MACHINE GROUP	MARILYN VANCE	JIM LAMBERT	MARK THOMPSON

Classification and Compensation Branch
Staff Assignments

9100	BOOKKEEPING AND ACCOUNTING GROUP	PHYLLIS HARRIS	VICKIE HATCHEL	MARK THOMPSON
9200	PURCHASING AND STORES GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
9300	PERSONNEL MANAGEMENT & TRAINING GROUP	JIM LAMBERT	JIM LAMBERT	MARK THOMPSON
9400	BUDGET AND MANAGEMENT GROUP	PHYLLIS HARRIS	VICKIE HATCHEL	MARK THOMPSON
9500	REVENUE GROUP	PEGGY BRADY	CARLA GRAY	MARK THOMPSON
9600	GENERAL ADMINISTRATION GROUP	MARILYN VANCE	JIM LAMBERT	MARK THOMPSON
9700	INFORMATION MANAGEMENT SUPPORT GROUP	PHYLLIS HARRIS	VICKIE HATCHEL	MARK THOMPSON
9800	LAW GROUP	VICKIE HATCHEL	PHYLLIS HARRIS	DEBBIE PARIDO
9900	UNCLASSIFIED SERVICE GROUP	DEBBIE PARIDO	JIM LAMBERT	DEBBIE PARIDO
	PERSONNEL CABINET ACTIONS (ALL TITLE CODES)	JIM LAMBERT	PHYLLIS HARRIS (CLASSIFIED) DEBBIE PARIDO (UNCLASSIFIED)	DEBBIE PARIDO

PERSONNEL CABINET TELEPHONE LISTING, MAY, 2006

OFFICE OF THE SECRETARY, SUITE 516, (4-7430)
Secretary Erwin Roberts Sonja Cox, x 4011
Deputy Secretary Wayne Harman, x 4003 Vacant x 4002, 4088

OFFICE OF ADMINISTRATIVE SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
Burr Lawson, x 4008
Amie Elam, x 4006
Suzette Gash, 4-7409, x 4024

OFFICE OF LEGAL SERVICES
EXEC DIRECTOR'S OFFICE (4-7430)
Mark Honeycutt, x 4005 RM 501 (4-0358)
Sue Britton, x 4020 Anne Burnham, x 4078
Amanda Reid, x 4010 Julie McPeak, x 4081
 Vacant, x 4046

OFFICE FOR EMPLOYEE RELATIONS
EXEC DIRECTOR'S OFFICE, SUITE 511 (4-7911)
Robert Schmidt, x 4087 Scott Gasser, x 4100
Mary Hook, x 4093 Lee Cowherd, x 4090
Kim Kain, x 4086

DIVISION OF EMPLOYEE BENEFITS
DIRECTOR'S OFFICE LIFE INSURANCE
SUITE 511 (4-3433) ROOM 503 (4-4774) 800-267-8352
Bill Patrick, x 4104 Sharon Spencer, x 4111
 Gaye Adcock, x 4105
WORKERS COMPENSATION Michele Ellis, x 4106
SUITE 511 (4-6847) 888-860-0302 Melinda Giles, x 4184
Debbie Mitchell, x 4099 Joe Hughes, x 4107
Jeffrey Hockensmith, x 4097 Jeri Payton, x 4109
Matthew Hutcherson, x 4095 Kim Quinn, x 4110
Valerie McGrath, x 4098 Scan Room, x 4108
Paula Spicer, x 4103
Melissa Tillman, x 4096

RETURN TO WORK (4-0348)
Donna Shelton, x 4101
Vickie Smith, x 4102

DIVISION OF EMPLOYEE SERVICES & RECOGNITION
DIRECTOR'S OFFICE, SUITE 511 (4-3433), 866-725-5463
Darlene Stewart, x 4094
EMP ASSISTANCE WORKPLACE RELATIONS
BUSH BLDG (4-5788) Linda House Patrick, x 4092
800-445-5327 Tina Goodmann, x 4188
Mary Jane Cowherd, x 222 EMPLOYEE RECOGNITION
Doug Crowe, Sr., x 224 Debbie Bohannon, x 4000
Barbara D. Henderson, x 225 Mandi Flynn, x 4089
Trina Jennings, x 223
Rebecca Waddle, x 221

OFFICE FOR EMPLOYEE & ORGANIZATIONAL DEVELOPMENT
 @ Kentucky State University, 400 East Main Street
 Academic Services Bldg - 4 W, Frankfort, KY 40601
 Main Number: 502/564-8170 or 564-7455
EXEC DIR'S OFFICE ADMINISTRATIVE,
Penny Armstrong, x 240 CONSULTING & LEARNING
Esteva Caise Draggis, x 224 SERVICES
David Finley, x 256 Jeanne Olivas, x 243
Kambe Lattimore, x 257 Bob Berry, x 236
Jamille Smith, x 238 Kimberly Bynes, x 245
 Wendy Campbell, x 235
PERFORMANCE MGMT (564-3090) Katy Cave, x 253
Johnny Keene, x 225 Stan Riley, x 237
Regina Edington, x 259 Jon Samokar, x 254
Regina Gravitt, x 260 Donna Simpson, x 223
 Vacant x 221, 227, 233, 234, 239,
 241, 242, 247

OFFICE OF COMMUNICATIONS
EXEC DIRECTOR'S OFFICE (4-7430)
Lori Aragon-Takahashi, x 4007 Amber Owens, x 4009

OFFICE OF HUMAN RESOURCE PLANNING & DIVERSITY INITIATIVES
EXEC DIRECTOR'S OFFICE (573-0321)
Mary Stoddard, x 234 Colene Elridge, x 236
Neeka Parks Thompson, x 240 Margaret Fuqua, x 235
 Bruce Trent, x 230

DIVISION OF WORKFORCE ANALYTICS DIVISION OF DIVERSITY RELATIONS
Jose Ceballos, x 229

KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY
 105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667
 persdeferredcomp@ky.gov
EXEC DIR'S OFFICE INVESTMENT & RECORDS
Robert C. Brown Claudia Morton **Sandi Whitaker** Barbara Hedrick
Pat Goodlett Connie Smith **Kimberly Ball** Amy Mosby
Chris Helvey Leanne Barger **Jody Overturf** Susan Pardi
AMANDA HANSEL
PAYOUT COUNSELING PARTICIPANT SERVICES
Eric Simpson Julia Holbrook **Jean Henning**
Dick Ernst April Smyth **Floyd Boler** Kathy Stroop
Julie Gordon Kristey Warfield **Nida Clary** Donna Towles

DEPARTMENT FOR PERSONNEL ADMINISTRATION
COMMISSIONER'S OFFICE, ROOM 530 (4-2428 or 4-7571)
Carla Hawkins, x 4114 Michele Casebier, x 4113
Barbara Barnes, 4-6873, x 4228

SYSTEMS MANAGEMENT (ROOM 529, 4-0198)
Neal Lanham, x 4032 James Ross, x 4036
Brad Atkinson, x 4027 Susan Stinnett, x 4033
Jeanne Campbell, x 4028 Jeff Swinford, x 4034
Diane Collins, x 4029 Beverly Wilhoite, x 4035
Randy Denney, x 4161 Vacant x 4037, 4189
George Gamble, x 4030 Computer Room, x, 4040, 4041, 4042,
Travis Humphries, x 4031 4043, 4181

DIVISION OF EMPLOYEE MANAGEMENT
DIRECTOR'S OFFICE, ROOM 533 (4-6464 OR 4-6484)
Mary Elizabeth Harrod, x 4115 Stephanie Carpenter, x 4116
PROCESSING & RECORDS CLASS & COMP
ROOM 531 801 TETON TR (573-0318)
Carolyn Bruce, 4-6873, x 4126 Jim Lambert, x 222
Sissy Burnham, 4-6873, x 4127 Peggy Brady, x 223
Lisa Case, 4-6873, x 4133 Carla Gray, x 225
Sandra Darneal, 4-6873, x 4129 Phyllis Harris, x 227
Dena McGuire, 4-6873, x 4131 Vickie Hatchel, x 224
Mike Rice, 4-6873, x 4130 Debbie Parido, x 232
Paula Round, 4-6873, x 4128 Terry Sullivan, x 237
PAYROLL, ROOM 535 (4-6883) Mark Thompson, x 226
Carol Kellen, x 4120 Marilyn Vance, x 233
Saren Blackburn, x 4122 Vacant x 221, 228, 229, 241
Gail Cooper, x 4125
Shannon Goodrich, x 4118
Greg McLaughlin, x 4185
Yvonne Mahoney, x 4121
Vacant x 4119, 4124

DIVISION OF STAFFING SERVICES
DIRECTOR'S OFFICE, SUITE 517 (4-6920)
Georgianne Reynolds, x 4180 Dorothy Burton (Staffing Services
Rebecca Billings, x 4135 Receptionist), x 4013
Mary Greenwell, x 4134 Vacant x 4136, 4175
APPLICANT PROCESSING (4-8030) EMPLOYMENT COUNSELING
Denise Jones, x 4139 (4-8030)
Denise Driver, x 4138 Karen Neeley, x 4153
Sharon Savage, x 4137 Shona Alderson, x 4145
Amanda Sewell, x 4142 Claude Anderson, x 4158
Becky Schell, x 4141 Scotty Barker, x 4146
Robin Smith, x 4143 Linda Brown, x 4150
Flo Warner, x 4157 Rick Davis, x 4148
Theresa Wood, x 4182 Carolyn Gray-Becker, x 4147
Vacant x 4140, 4144 Galt Lynville, x 4154
 Marilyn Marshall, x 4151
 James Mason, x 4152
 Rose Nipp, x 4155
 Cinda Wellman, x 4149
 Tracy Young, x 4156

STAFFING ANALYSIS (4-6702) REGISTER, (4-6922)
Marina Alford, x 4169 Kay Wallace, x 4167
Kim Arington, x 4173 Roberta Brownlee, x 4160
Katharine Barber, x 4170 Cheri Chambers, x 4165
Stuart Clark, x 4171 Sharon Fogle, x 4163
Kevin Shipp, x 4174 Kay Goodwin, x 4164
Peggy Smith, x 4176 Sharon Smither, x 4166
Vacant x 4177, 4178, 4179, 4221 Lucy Wheeler, x 4168
 Vacant, x 4162, 4159

DIVISION OF HUMAN RESOURCE PROJECTS
 150 FAIR OAKS LANE (4-4690)
DIRECTOR'S OFFICE HRIS PROJECT
Brenda Brown, x 4172 Kathy Doyle, x 4201
 Tonya Brown, x 4194
 Latonia Doolley, x 4200
 Dera Lindsay, x 4218
 Beth Rangel, x 4216
 Melinda Sanford, x 4215
 David White, x 4217
SPECIAL PROJECTS Ann Baker, x 4208
Kimberly Roush, x 4212 Nathan Frey, x 4209
Kimberly Hatter, x 4195 Richard Gee, x 4196
Lisa Jeffrey, x 4123 Randy Meek, x 4210
Robbie Perkins, x 4206 Glen Tuggle, x 4207
Neil Poppewell, x 4214
Vacant 4015, 4017, 4117, 4132

DEPARTMENT FOR EMPLOYEE INSURANCE
COMMISSIONER'S OFFICE, ROOM 501 (4-0358)
Christine Wilcoxson, x 4047 Wellness Works Kentucky (4-9745)
Eric Poston, x 4048 Christy Brooks, x 4060
Keyana Best, x 4051 Cindy Dempsey, x 4052
Sharley Hughes, x 4049 Jerry Jones, x 4057
Sandy Martin, x 4063 Jennifer Stone, x 4004

DIVISION OF INSURANCE ADMINISTRATION
DIRECTOR'S OFFICE, ROOM 503 (4-0358)
Reina Diaz-Dempsey, x 4074
MEMBER SERVICES ENROLLMENT INFORMATION
ROOM 502 (4-6534) ROOM 503 (4-1205)
888-581-8834 Nancy Knight, x 4076
Donna Cordier, x 4075 Peggy Cook, x 4072
Sharon Gilbert, x 4234 Sherry Davis, x 4235
Merla Graves, x 4050 Lynn Jones, x 4083
Mae Green, x 4061 Mamatha Kotha, x 4183
Clara Serafini, x 4233 Philip Luckett, Sr., x 4080
Sandra Shelton, x 4044 Teresa Shipley, x 4084
Hannah Stanfield, x 4059 Jeffrey Wiley, x 4067
 Christina Winans, x 4085
 Sean Roon, x 4079
 Vacant x, 4073, 4186, 4232

DIVISION OF FINANCIAL & DATA SERVICES
DATA ANALYSIS (4-7101) FINANCIAL MANAGEMENT
Chandra Venetozzi, x 4070 (4-9097)
Paula Chisholm, x 4190 Cindy Thomas, x 4055
Darlene Marshall, x 4069 Lori Elder, x 4063
Cindy Stivers, x 4053 Debbie Fraley, x 4231
 Sabrina Hockensmith, x 4230
 Lea Howard, x 4066
 Lisa Monnypour, x 4062
 Alexa Perry, x 4187
 Brenda Roark, x 4071
 Jonathan Smith, x 4054
 Beth Sullivan, x 4056
 Irma Turner, x 4068
 Brenda Wilson, x 4058

PERSONNEL CABINET TELEPHONE LISTING, MAY, 2006

Class & Comp (Teton Trail)	FAX 573-0324
Deferred Comp	FAX 573-4494
Employee Insurance (Room 501)	FAX 564-5278
Employee Management (Rm 535)	FAX 564-5826
Employee Management (Dir's Office)	FAX 564-1823
Employee Relations (Suite 511)	FAX 564-4311
Employee & Organizational Development (KSU)	FAX 564-2732 or 564- 8056
Financial Management	FAX 564-0715
Health Insurance (Room 503)	FAX 564-1085
HR Projects	FAX 564-1507
KEAP (Bush Building)	FAX 564-5189
Life Insurance (Room 503)	FAX 564-4034
Member Services Branch (Suite 502)	FAX 564-0364
Personnel Administration (Rm 530)	FAX 564-9249
Performance Mgmt (KSU)	FAX 564-2675
Secretary's Office (Rm 516)	FAX 564-7603
Staffing Services (Director's Office)	FAX 564-3588 or 564-5251
Staffing Services (Register)	FAX 564-5414
Staffing Services (Emp. Counseling)	FAX 564-0512
Systems Management (Room 529)	FAX 564-2274
Workers Comp (Suite 511)	FAX 564-9119
William Hartley, Security Officer	564-2101, x 4262
Frankfort Police Department	502-875-8582
Frankfort City Emergency (Ambulance, Fire & Police)	911 or 502-875-8500
Kentucky State Police (Frankfort Post)	502-227-2221 or 800-222-5555
IDMS	564-0198, x 4038
State Operator	564-3130
Personnel Answer Line	564-8339 or 866-725-5463
Quick Copy	564-2670
Small Conference Room 506	Handset x 4014
Large Conference Room 508	Handset x 4016
Conference Room – DEI	Handset x 4187, Speaker phone x 2019
Conference Room – Teton Trail	573-0318, x 238
Copier – Teton Trail	573-0318, x 244
File Room – Teton Trail	573-0318, x 243
Phone Room – Teton Trail	573-0318, x 255
Smoke Room – Teton Trail	573-0318, x 242
Training Room – Teton Trail	573-0318, x 256
Janitorial Staff – 200 Fair Oaks	564-7409, x 4039